



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 30, 2015

Clara Riddle-Hart
503 Newcastle Road
Marshalltown, IA. 50158

Dear Child Care Provider,

This letter is in regards to the December 5, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

THIS WAS NOT DONE IN OCTOBER. NEED TO PRACTICE MONTHLY AND DOCUMENT.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

NEED ONE ON EACH CHILD OCCUPIED ROOM AND NEEDS ONE IN THE BASEMENT.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

NEED ONE IN EACH CHILD OCCUPIED ROOM IN THE BASEMENT.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

NEED DOCUMENTATION OF LAST EXAM; DUE IN JANUARY.

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children

are in the home. Statements must be obtained at the time of initial registration and updated every three years.

NEED PHYSICIAN'S STATEMENT & IMMUNIZATION FOR JACK.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

NEED AN INDIVIDUAL FILE FOR JACK INCLUDING A SIGNED PHYSICIAN'S STATEMENT OF HEALTH & IMMUNIZATION.

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every three years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

THIS IS NEEDED FOR JACK

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

THIS IS NEEDED FOR JACK.

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every three years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

THIS IS NEEDED FOR JACK.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

THIS IS NEEDED FOR JACK.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

THIS IS NEEDED FOR ONE CHILD.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

X☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart
Social Worker II

Natalie A. Clapp

Natalie Clapp

Social Work Supervisor

Department of Human Services

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 641-650-1532.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).